

# IDP Order Form



## Important Dates

Date Needed: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ (must be back in your possession by)

Date of This Trip: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ (if known)

## Applicant Information (One Order Form per Traveler)

Name: \_\_\_\_\_

Date of Birth: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

## Account Contact (who should we contact with questions?)

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

## Return Shipping

Name: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

Address 2: \_\_\_\_\_

City, ST, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

### Return Ship Method (Select One)

- FedEx Standard - 2:30pm (\$19)
- FedEx First AM - 8:30am (\$75)

## Service Selection (select one)

- Standard – 10 Business Days (IDP Fee of \$15 + \$35 processing fee)
- Rush – 6 Business Days (IDP Fee of \$15 + \$50 processing fee)
- Urgent – 2-3 Business Days (IDP Fee of \$15 + \$95 processing fee)days)

## Credit Card Payment Information

Amex: \_\_\_\_\_

Visa, MC, Disc: \_\_\_\_\_

Exp. Date: \_\_\_\_ / \_\_\_\_

## Additional Account Notes (anything you'd like to tell us)

Note: The total cost includes service fees, government fees paid to the appropriate government and shipping fees. Consular fees are subject to change without advance notice at any time by various governments. All credit card transactions covering Government and/or Embassy Fees incur a \$7.50 convenience fee per item. By submitting this form you confirm that you have read, understood and agree to our terms of use ([https://www.itseasy.com/about\\_us/legal](https://www.itseasy.com/about_us/legal)).